

Ton Duc Thang University

Center for Applied Information Technology



Course Lecture

FUNDAMENTALS OF INFORMATICS 2

Website: cait.tdtu.edu.vn

Facebook: <https://facebook.com/trungtamtinhoc>

- Textbooks:

- Joan Lambert, MOS 2016 Study Guide for Microsoft Excel, 2017.

- References:

- Joan Lambert, MOS 2016 Study Guide for Microsoft PowerPoint, 2017.
- John Wiley, Microsoft Official Academic Course, Microsoft Word core 2016, 2016.

Ton Duc Thang University

Chapter 1

Managing Working Environment of Microsoft Excel

Chapter 1. Managing Working Environment of Microsoft Excel



1.1 Create and Format Workbooks

1.2 Configure Excel Options

1.3 Save Spreadsheets

Chapter 1. Managing Working Environment of Microsoft Excel



1.1 Create and Format Workbooks

1.2 Configure Excel Options

1.3 Save Spreadsheets

1.1 Create and Format Workbooks

1. Create a new workbook
2. Worksheet management skills
3. Navigate through a worksheet

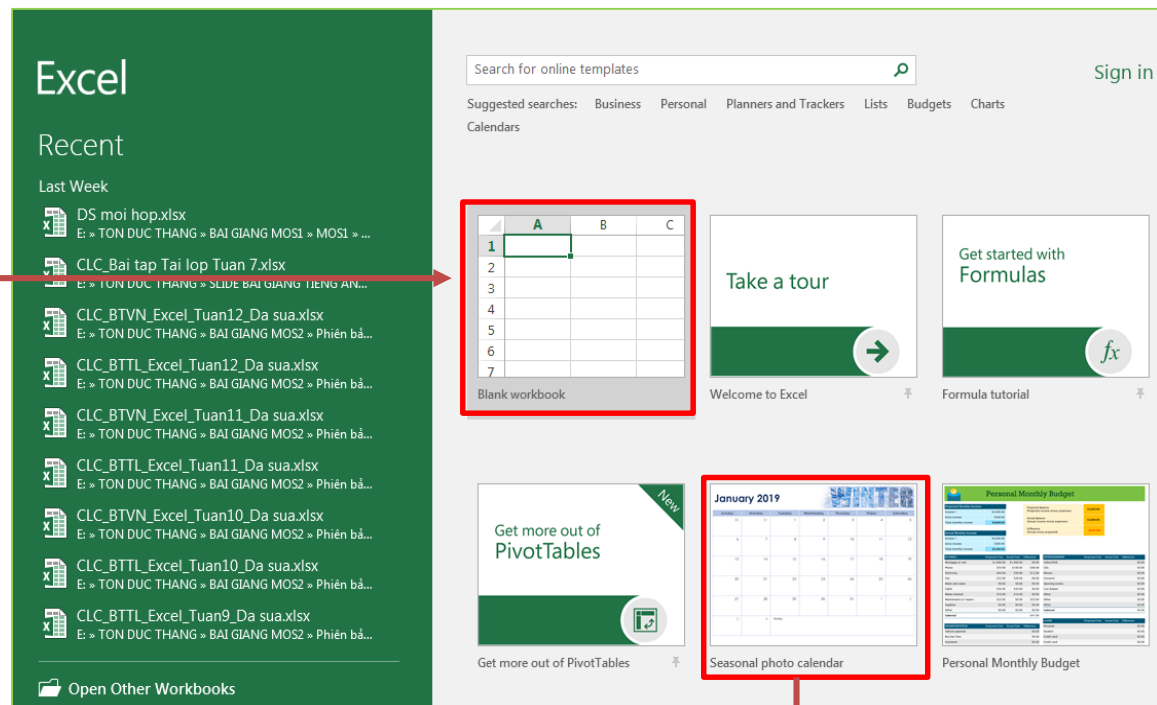
1.1 Create and Format Workbooks

1. Create a new workbook
2. Worksheet management skills
3. Navigate through a worksheet

1- Create a new workbook

- **Create a new workbook:** from the Start screen after you launch the Excel

Click here to
create a blank
workbook



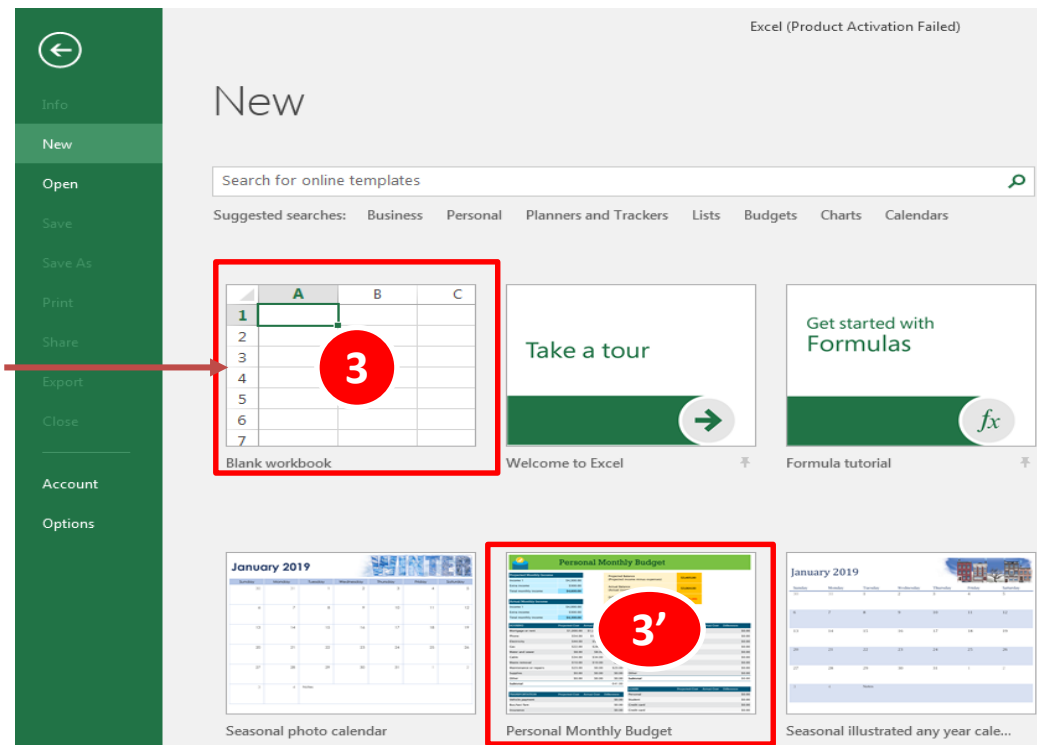
Create a new workbook from a template

1- Create a new workbook

- **Create a new workbook:** from the Excel interface screen.

File (1) → New (2) → (3) or (3')

Click here to
create a blank
workbook



Or create a new workbook from a template

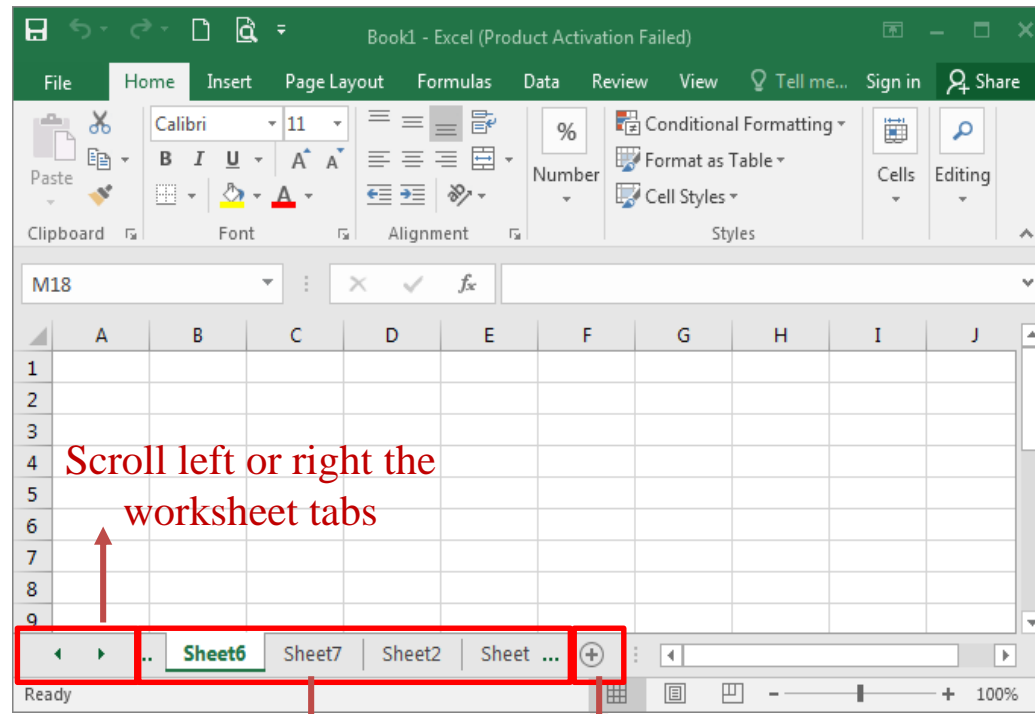
1.1 Create and Format Workbooks

1. Create a new workbook
- 2. Worksheet management skills**
3. Navigate through a worksheet

2- Worksheet management skills

- Worksheet Tabs:

- Worksheet tabs display the worksheet names. You can manage all the worksheets in a workbook by Worksheet Tabs



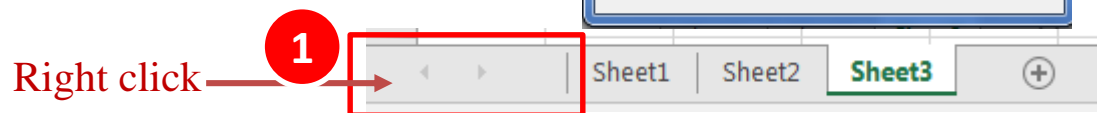
Worksheet tabs Create a new worksheet

2- Worksheet management skills

- Selecting worksheets:

– To select a worksheet, do one of the following methods:

- **Method 1:** Click the worksheet tab
- **Method 2:** Use the compound Ctrl+Page Up/ Ctrl+Page Down buttons to select the before or the next worksheet
- **Method 3:** Right click on the scroll buttons to display all worksheet names, click on the name.



2- Worksheet management skills

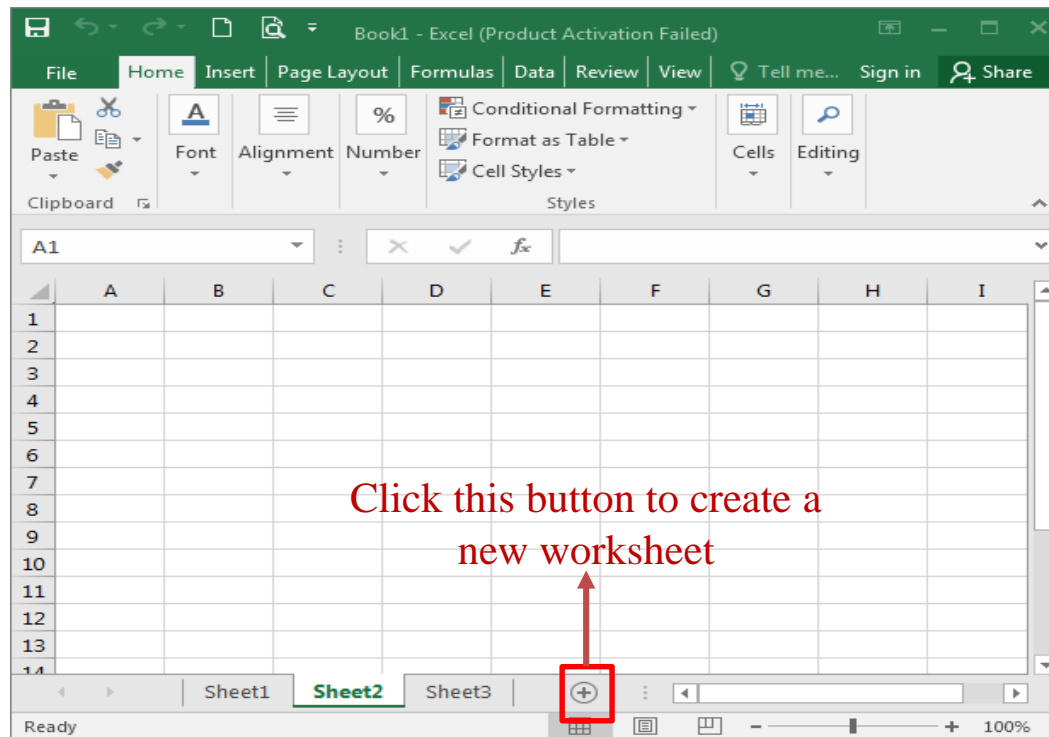
- **Selecting worksheets:**

- To select multiple worksheets:
 - **Select adjacent worksheets:** Click on the beginning worksheet, simultaneously press Shift button and click on the end worksheet of the group.
 - **Select nonadjacent worksheets:** Click on the beginning worksheet, simultaneously press Ctrl button and click on every next worksheet of the group.

2- Worksheet management skills

- To create a new worksheet:

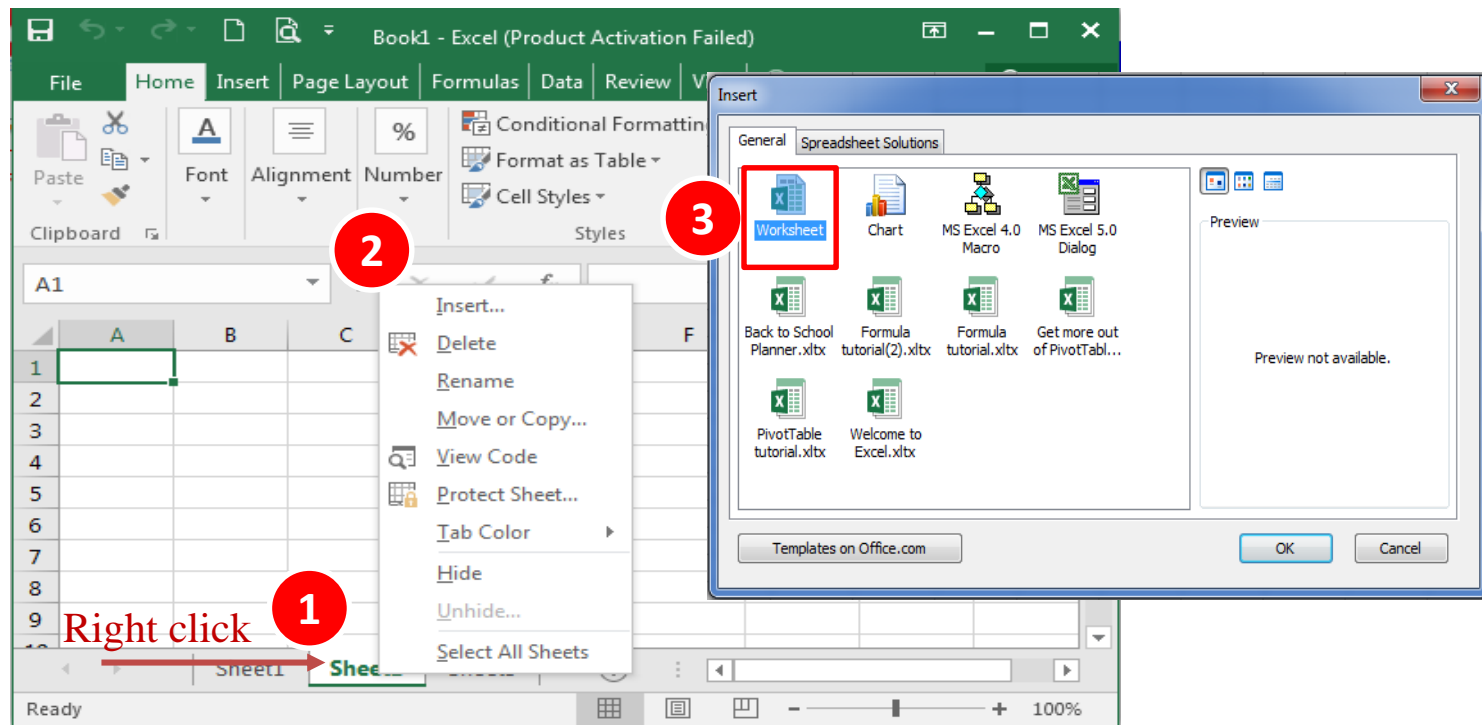
- **Method 1:** Click the plus sign button to insert a new worksheet. The new one is on the right of the current one.



2- Worksheet management skills

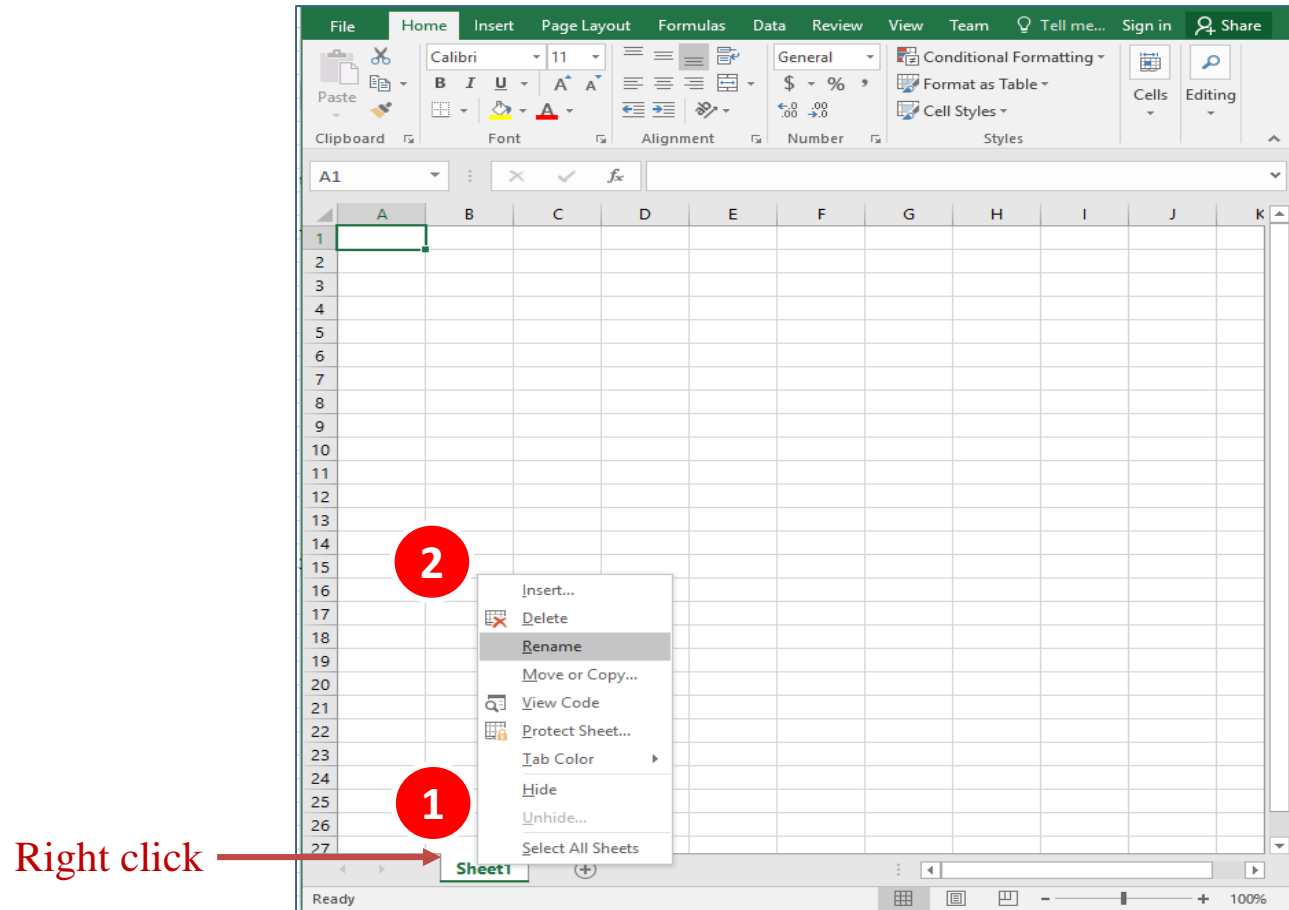
- To create a new worksheet:

- **Method 2:** Right click (RC) on a Tab → **Insert** → **Worksheet** → **OK**.
- The new worksheet is on the left of the current one.



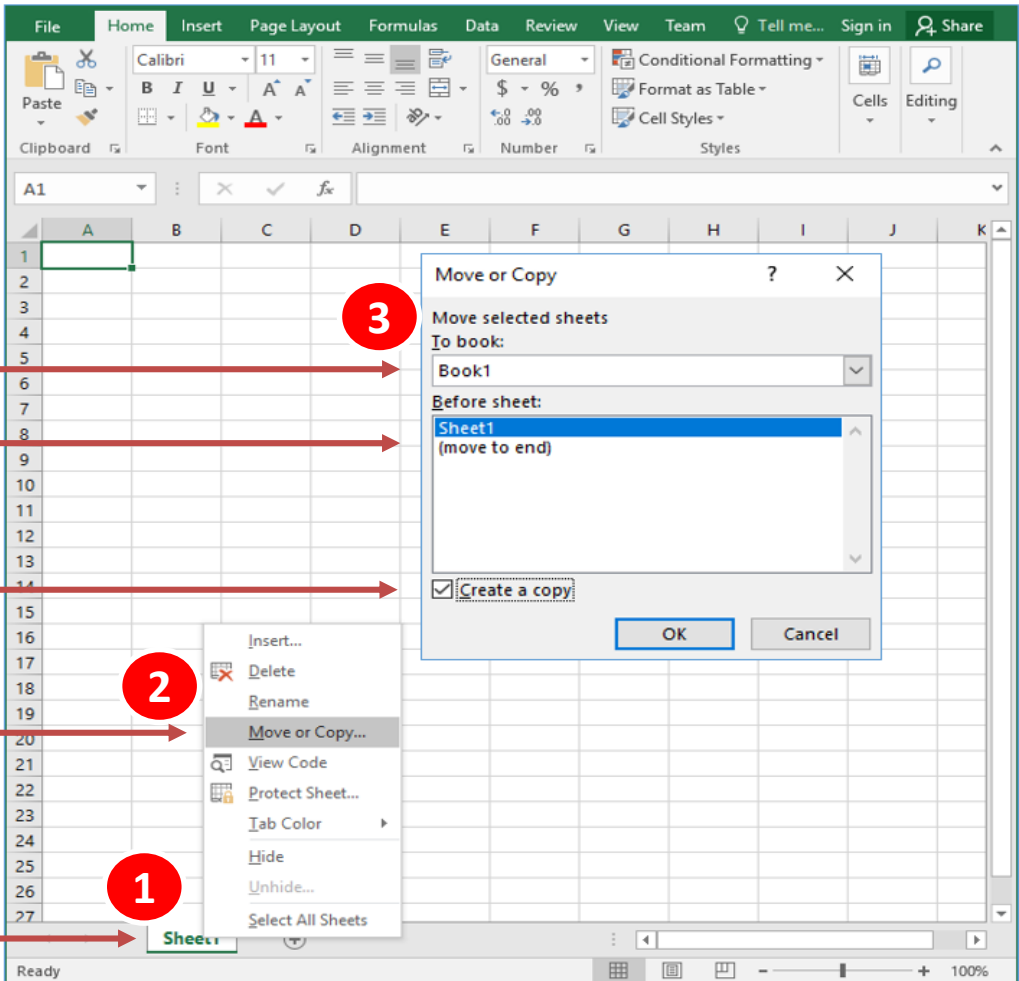
2- Worksheet management skills

- **To rename a worksheet:** RC on the Tab → **Rename** → Type a name on the Tab → **Enter**.



2- Worksheet management skills

- **To copy a worksheet:** within a workbook or to another workbook



The screenshot shows the Microsoft Excel interface with the 'Move or Copy' dialog box open. The dialog box is titled 'Move or Copy' and has a question mark icon. It contains the following options:

- Move selected sheets**
- To book:** Book1
- Before sheet:** Sheet1 (move to end)
- ☒ **Create a copy**
- OK** and **Cancel** buttons

The context menu for the worksheet tab is also visible, showing the following options:

- Insert...
- Delete
- Rename
- Move or Copy...** (highlighted)
- View Code
- Protect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets

Red arrows and numbers indicate the steps to copy a worksheet:

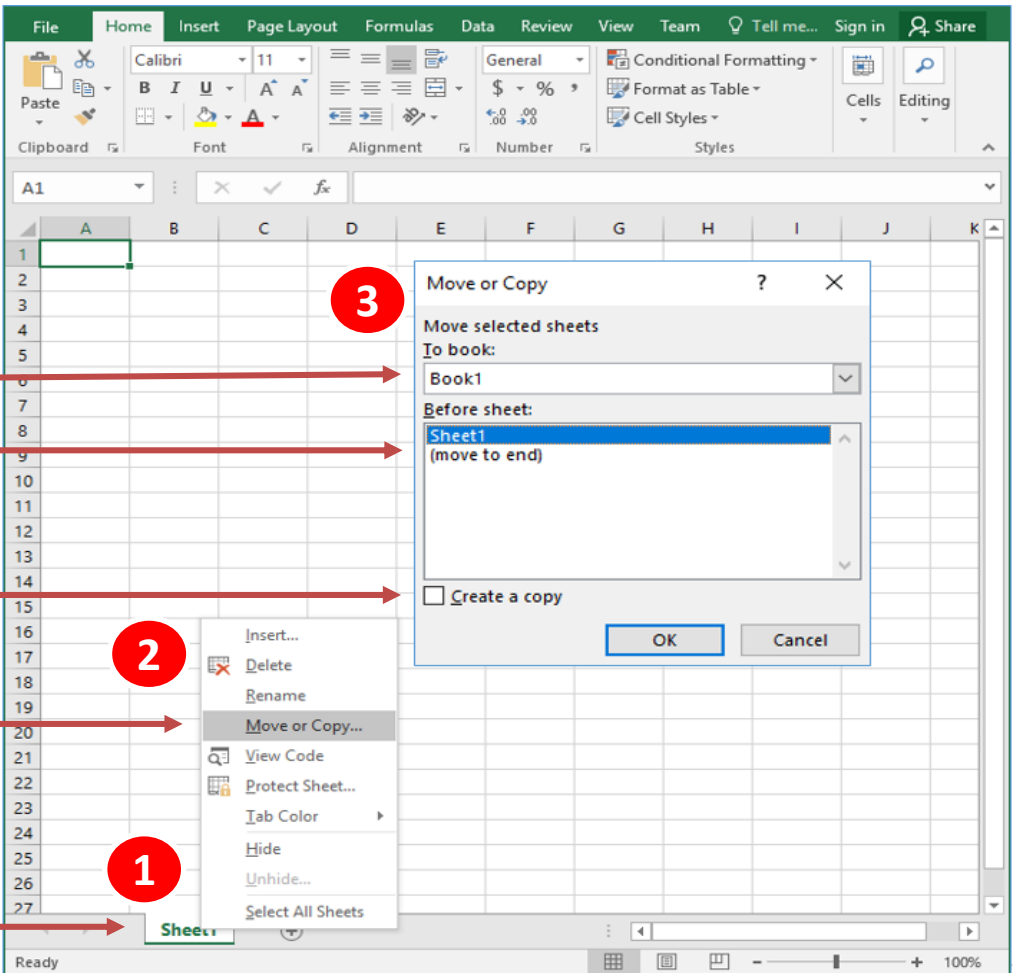
- 1** Right click on the worksheet tab
- 2** Click **Move or Copy**
- 3** Select the position in the workbook

Additional instructions with arrows pointing to the dialog box:

- Select destination workbook
- Select the position in the workbook
- Check **Create a copy**

2- Worksheet management skills

- **To move a worksheet:** within a workbook or to another workbook



The screenshot shows the Microsoft Excel interface with the 'Move or Copy' dialog box open. The dialog box is titled 'Move or Copy' and has a question mark icon. It contains the following options:

- To book:** Book1 (selected)
- Before sheet:** Sheet1 (selected), (move to end)
- ☐ **Create a copy**
- OK** and **Cancel** buttons

The context menu is open over the 'Sheet1' tab at the bottom of the window. The menu items are:

- Insert...
- Delete
- Rename
- Move or Copy...** (highlighted)
- View Code
- Protect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets

Red arrows and numbers indicate the steps to move a worksheet:

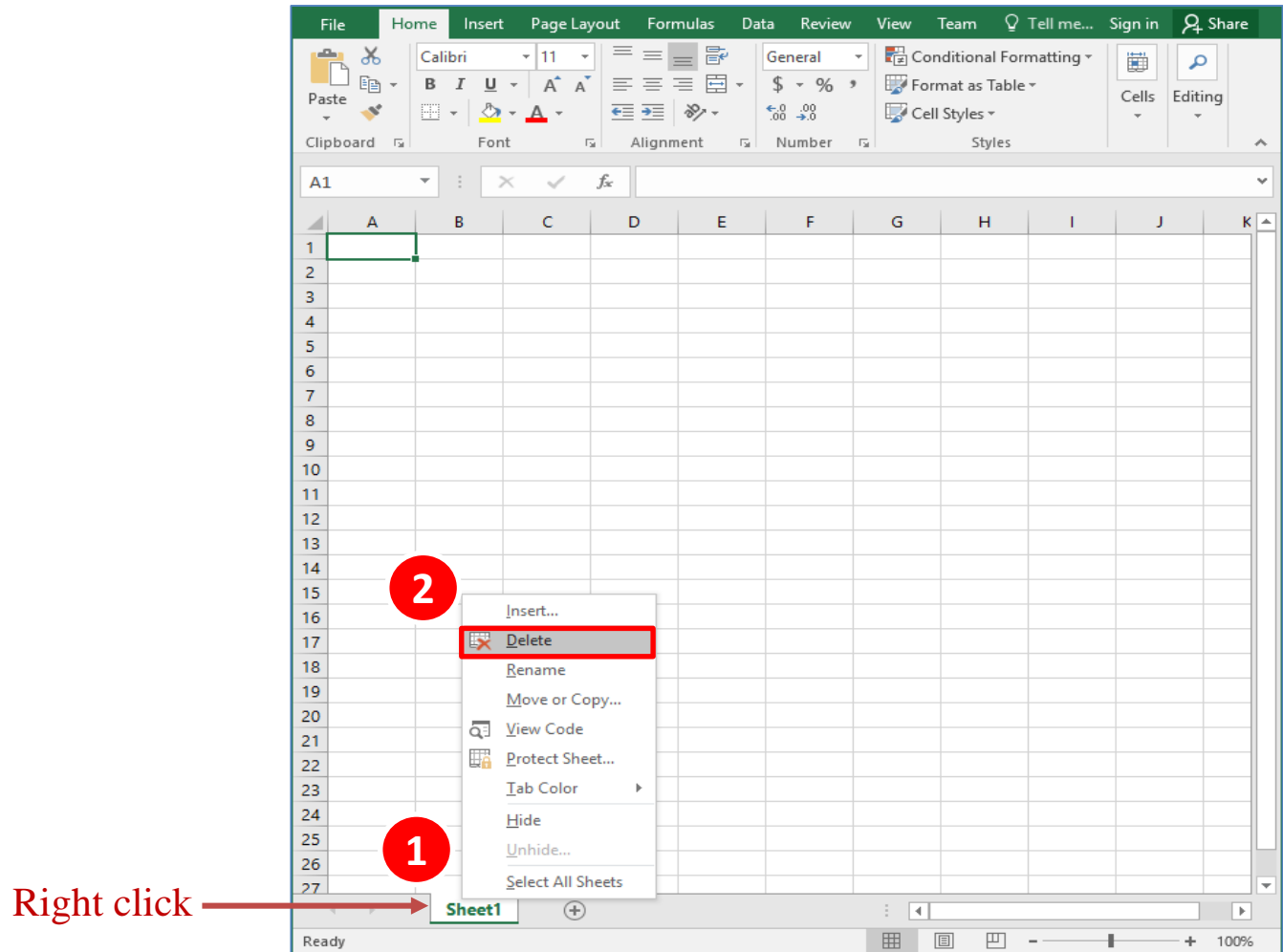
- 1** Right click on the worksheet tab
- 2** Click Move or Copy
- 3** Select destination workbook

Select the position in the workbook

Uncheck **Create a copy**

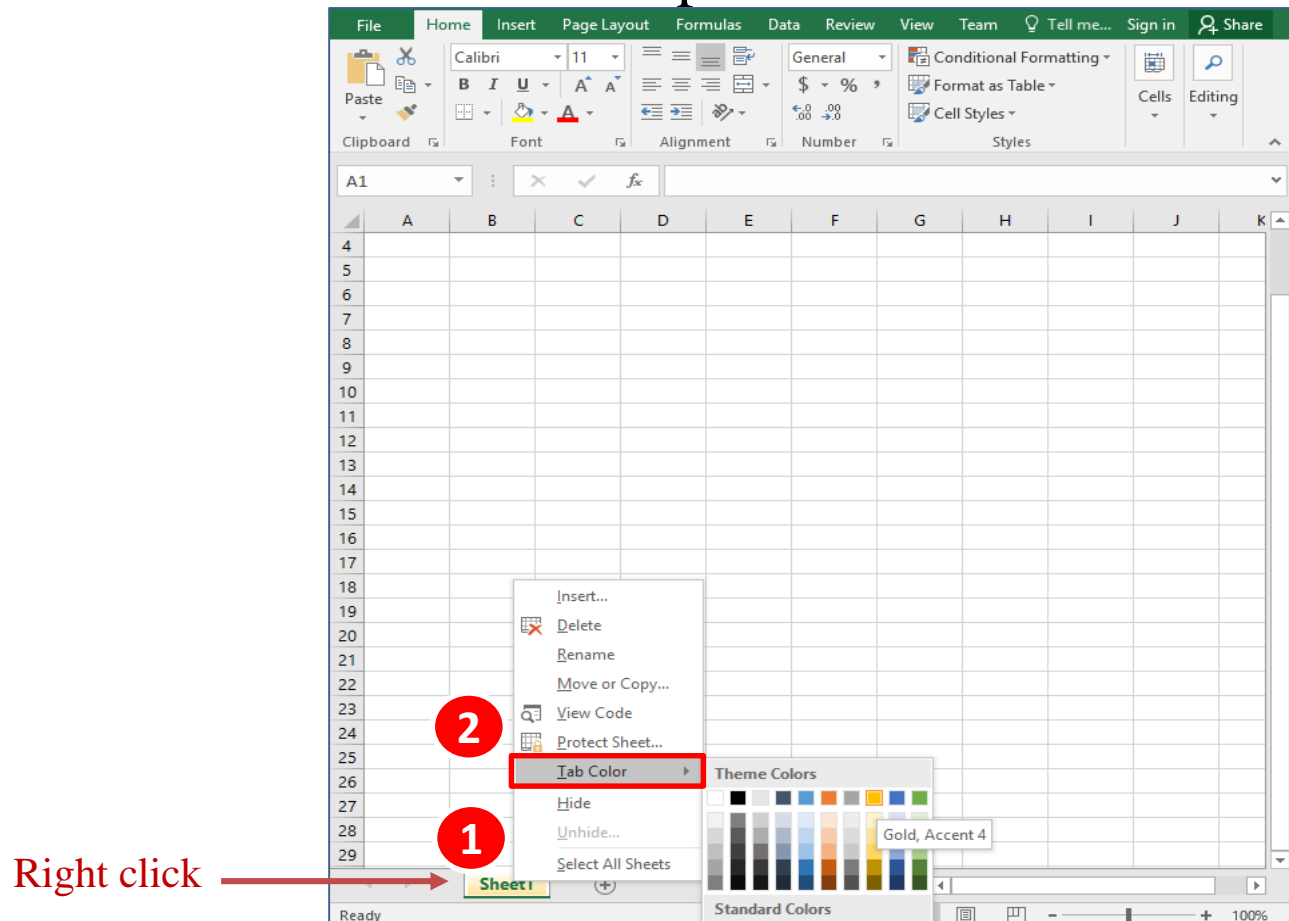
2- Worksheet management skills

- **To delete a worksheet:** RC on the worksheet Tab → **Delete**



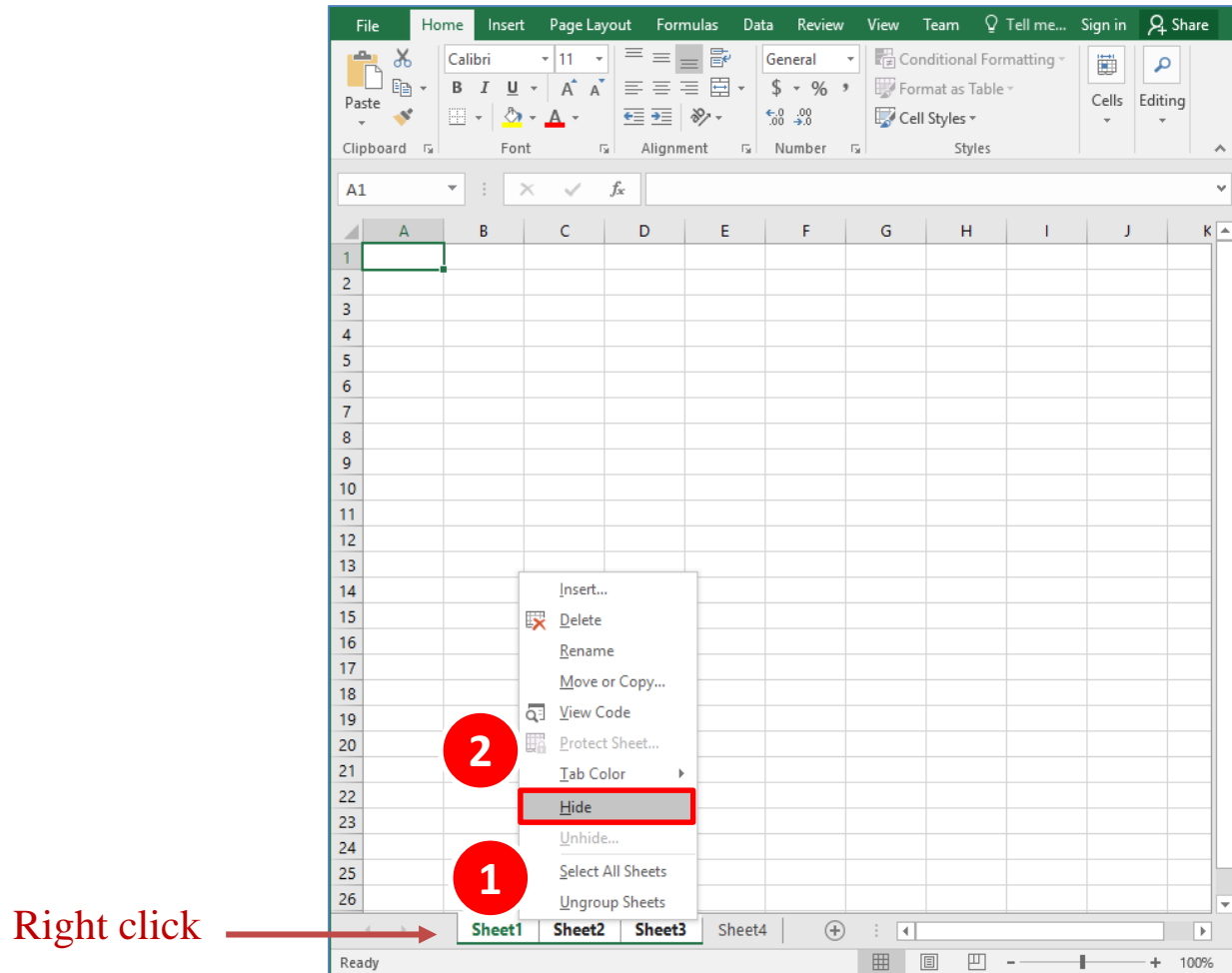
2- Worksheet management skills

- **To assign a color to a worksheet tab:** RC on the Tab → **Tab Color** → Select a color from the color palette



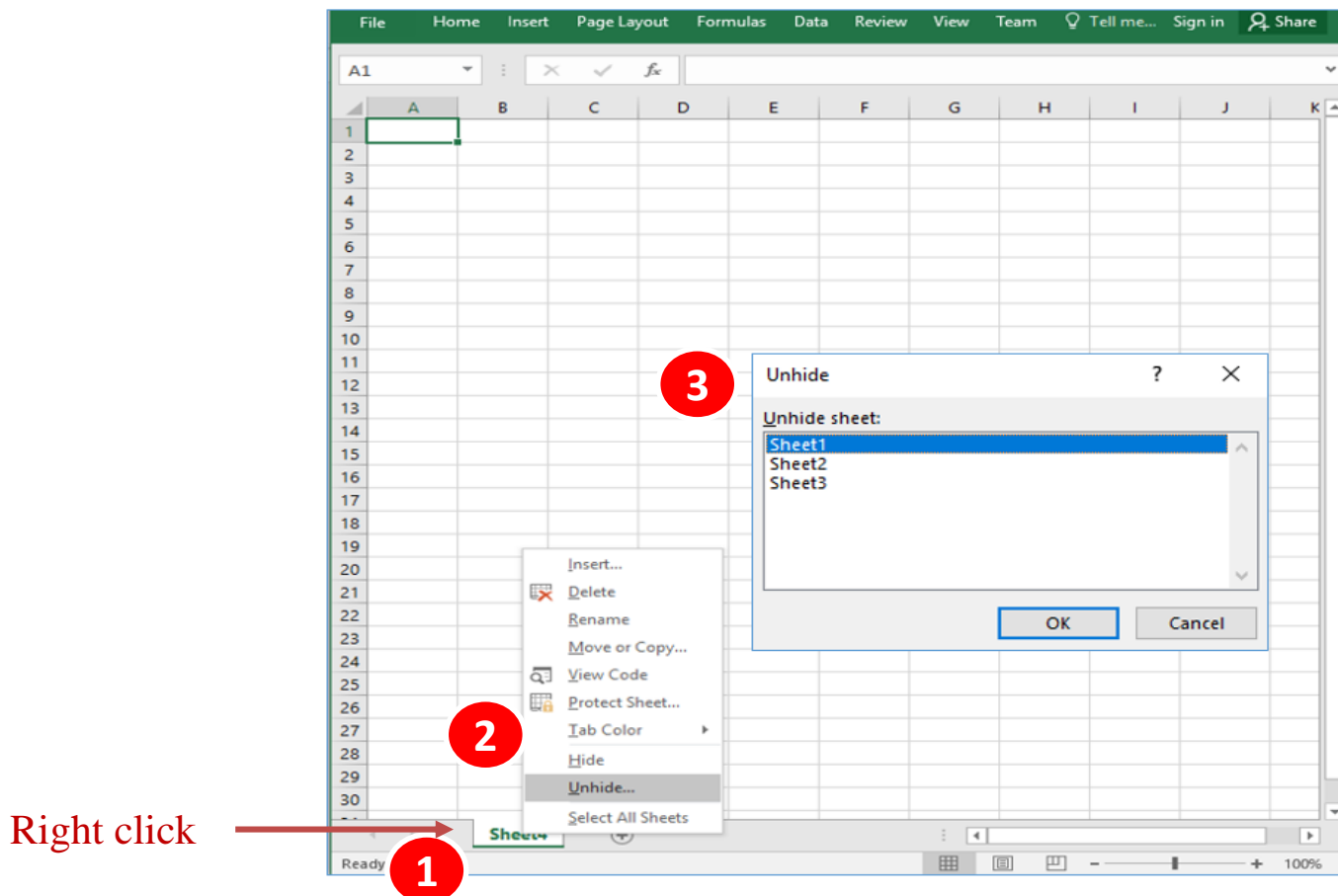
2- Worksheet management skills

- **To hide a worksheet:** RC on the Tab → **Hide**



2- Worksheet management skills

- **To display a hidden worksheet:** RC on a Tab → **Unhide** → Select the hidden worksheet name → **OK**



1.1 Create and Format Worksheets

1. Create a new workbook
2. Worksheet management skills
3. Navigate through a worksheet

3- Navigate through a worksheet

- Using the keyboard to navigate:

+ To move by one cell:

- Press Up/Down/Left/Right button to move one cell up/down/left/right respectively.
- Tab: move to the right.
- Shift + Tab: move to the left.

+ To move by one screen:

- Page Up/ Page Down: one screen up/down.
- Alt + Page Up/ Alt + Page Down: one screen left/right.

3- Navigate through a worksheet

- Using the keyboard to navigate (cont):

+ To move to the beginning/end of the current row:

- Ctrl + Left Arrow: move to the beginning
- Ctrl + Right Arrow: move to the end

+ To move to the beginning/end of the current column:

- Ctrl + Up Arrow: move to the beginning
- Ctrl + Down Arrow: move to the end.

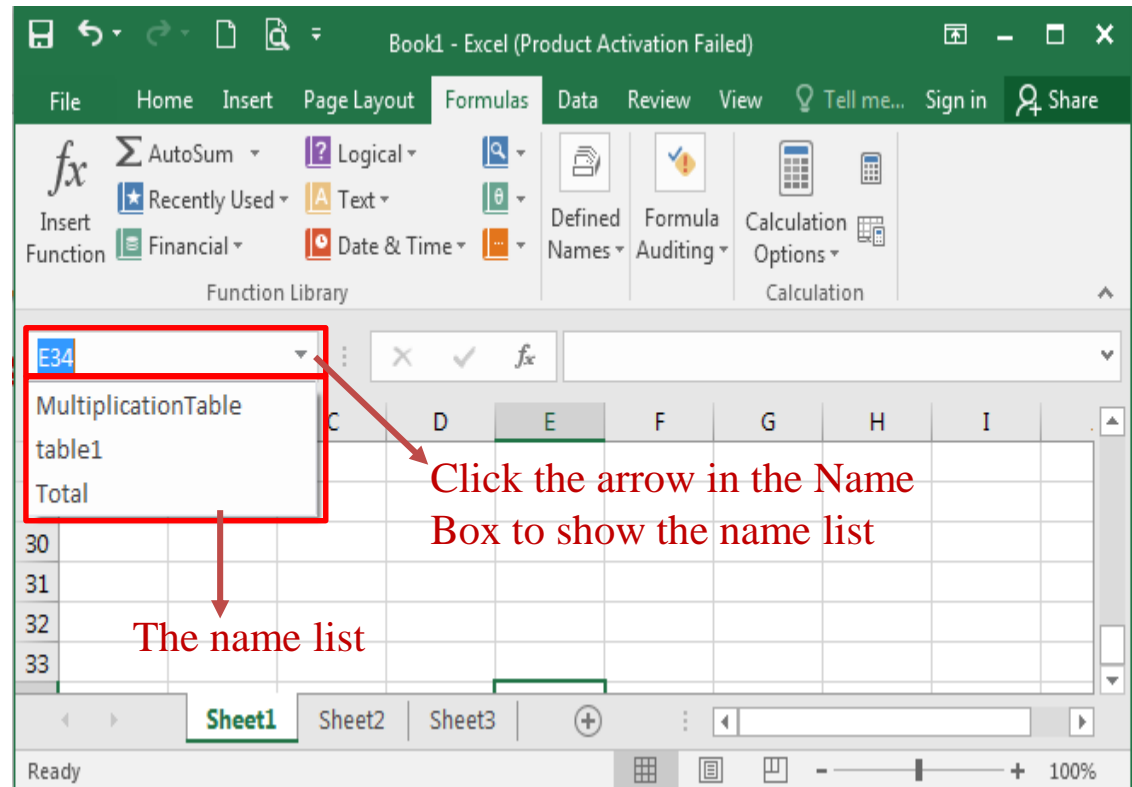
+ To move to the beginning/last of a worksheet:

- Ctrl + Home: the beginning cell.
- Ctrl + End : the last populated cell (the intersection cell of the last row and last column)

3- Navigate through a worksheet

- Using the Name Box to navigate:

- **Move to a cell:** Enter the cell address
- **Move to a cell range:** Enter the cell range address.
- **Move to a named range:** Enter the name or select from the list



1- Navigate through a worksheet

- Addresses:

+ In an Excel worksheet:

- Rows are labeled using numbers from 1 to 1.048.576.
- Columns are labeled with letters A through Z, then AA through ZZ, then AAA through XFD by default. So there are 16.384 of them.
- To identify a cell, give both the column and the row in format as below:

Column_labelRow_label

For example: A10

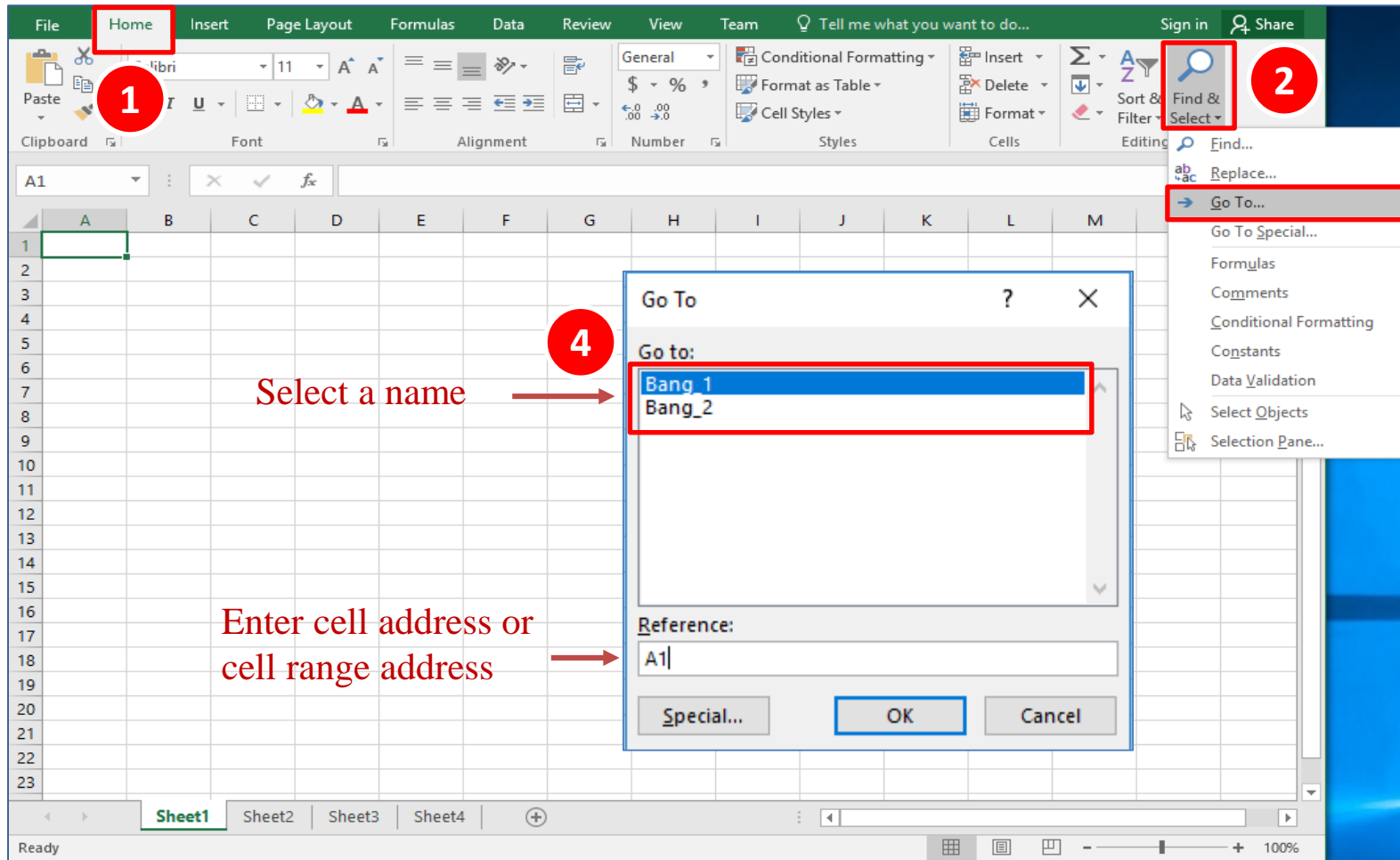
- To identify a cell range, give both the top left cell and the bottom right cell of the cell range in format as below: :

The top left cell:The bottom right cell

For example: A2:N5

3- Navigate through a worksheet

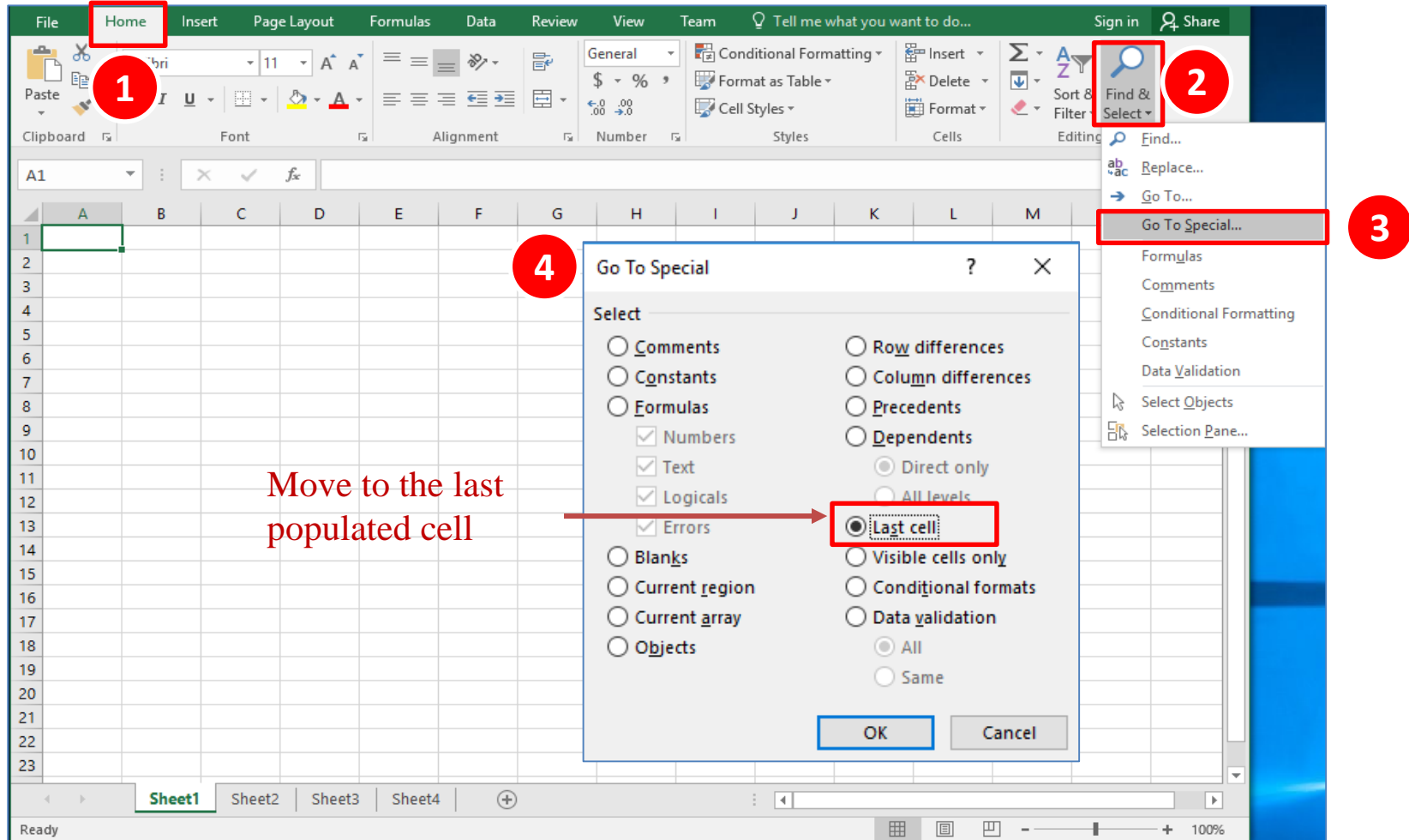
- Using the Find & Select/Go To command to navigate:



The screenshot illustrates the steps to navigate through a worksheet using the 'Go To' command in Microsoft Excel. The interface shows the 'Home' tab selected in the ribbon. The 'Find & Select' button in the 'Editing' group is highlighted with a red circle labeled '2'. The 'Go To...' option in the dropdown menu is highlighted with a red circle labeled '3'. The 'Go To' dialog box is open, showing a list of names with 'Bang_1' and 'Bang_2' selected, highlighted with a red circle labeled '4'. The 'Reference' field contains 'A1'. Red arrows point from the text 'Select a name' to the list of names and from 'Enter cell address or cell range address' to the 'Reference' field. The 'OK' button is highlighted with a blue border.

3- Navigate through a worksheet

- Using the Find & Select/Go To Special command:



1. Home tab selected

2. Find & Select button highlighted

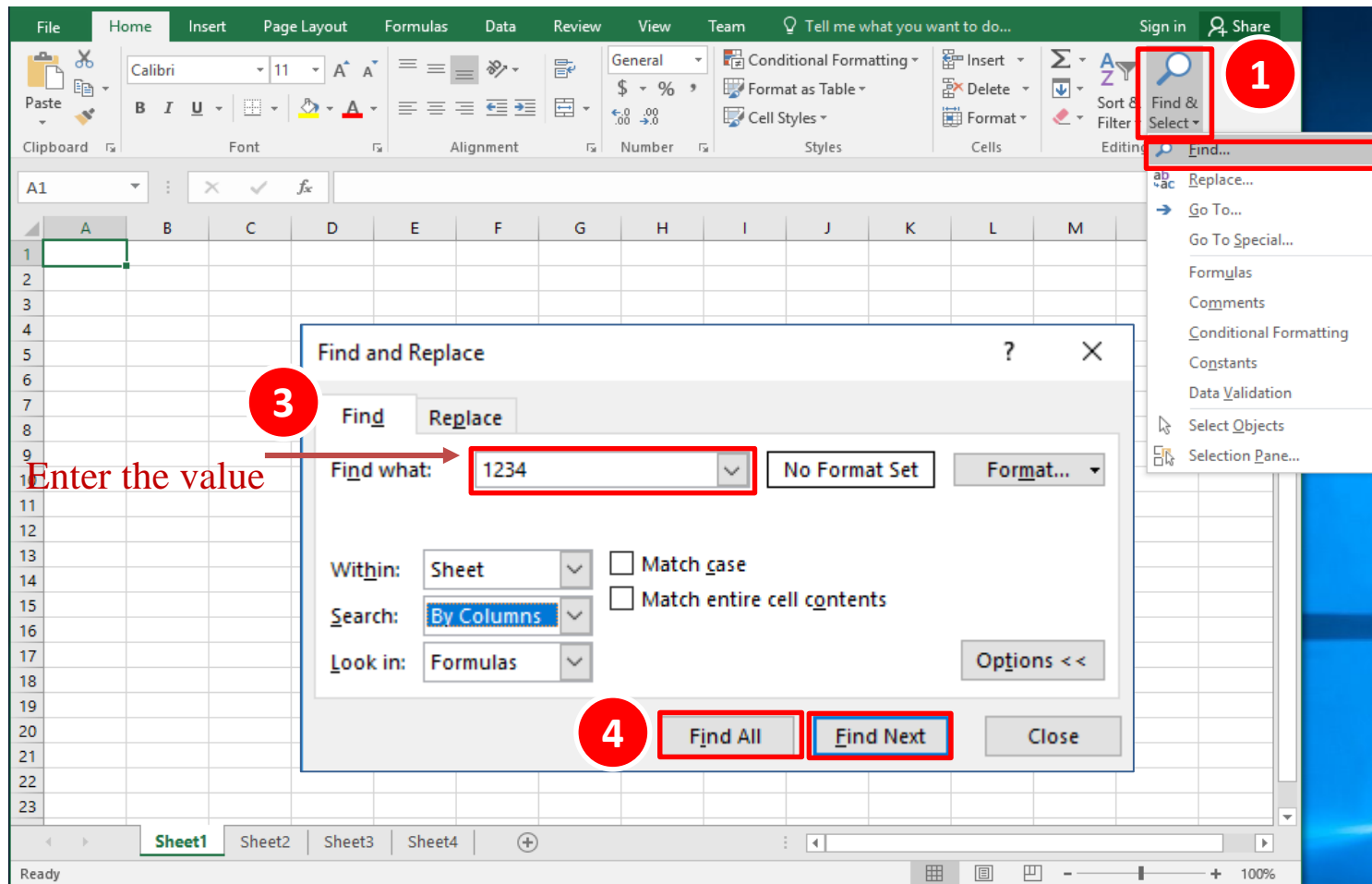
3. Go To Special... option selected in the dropdown

4. Go To Special dialog box open, Last cell option selected

Move to the last populated cell

3- Navigate through a worksheet

- To search data: Use the **Find & Select/Find** command



Chapter 1. Managing Working Environment of Microsoft Excel



1.1 Create and Format Workbooks

1.2 Configure Excel Options

1.3 Save Spreadsheets

1.2 Configure Excel Options

1. Excel 2016 interface
2. Manage Excel 2016 Options

1.2 Configure Excel Options

1. Excel 2016 Interface

2. Manage Excel 2016 Options

1- Excel 2016 interface

- Excel 2016 interface:

1

2

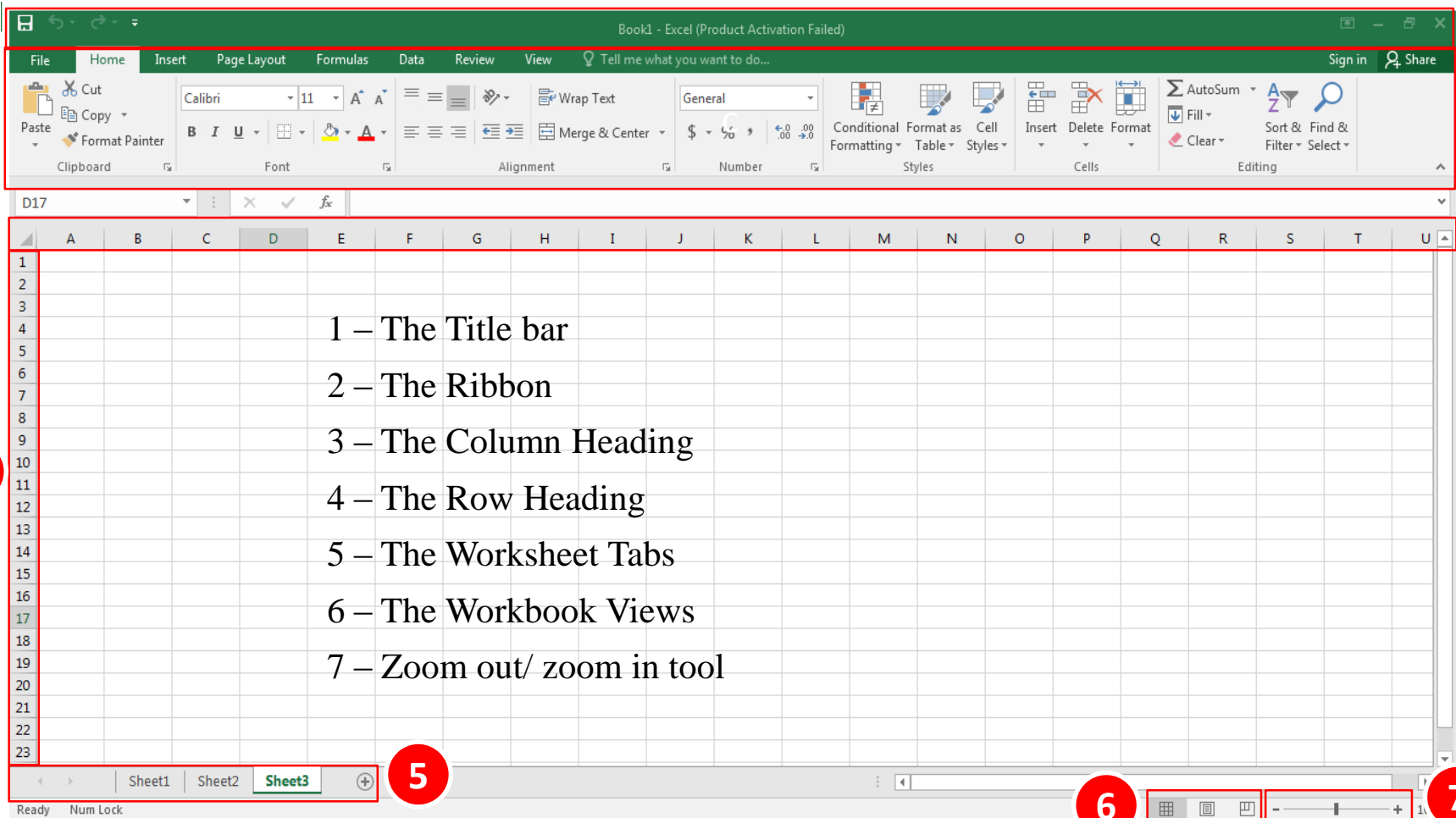
3

4

5

6

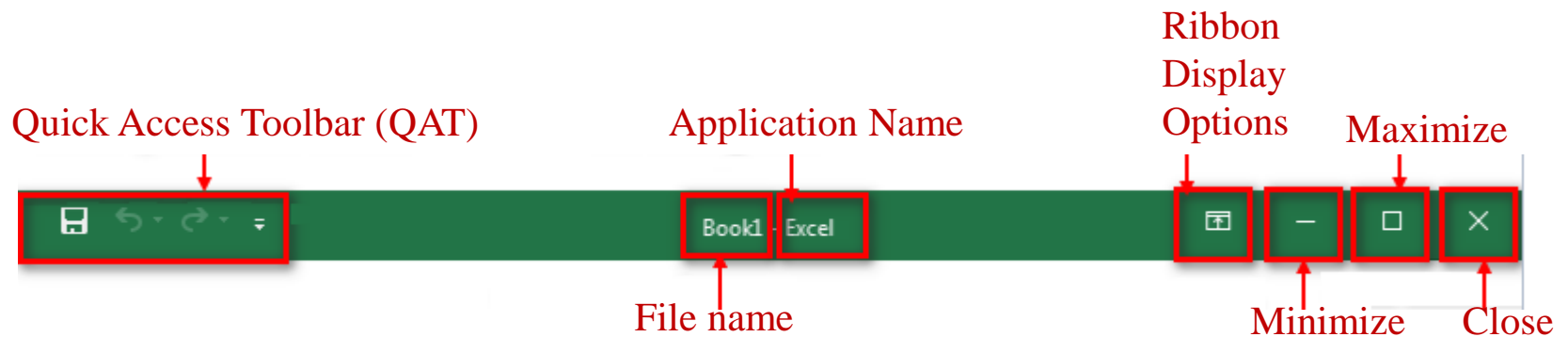
7



1- Excel 2016 interface

- Excel 2016 interface:

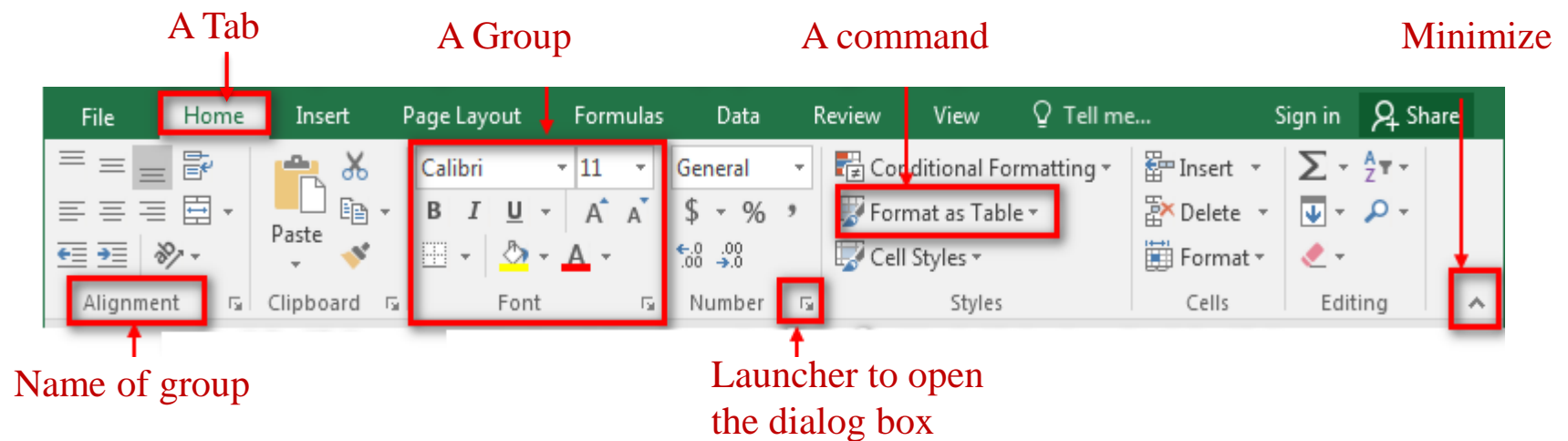
– The Title Bar:



1- Excel 2016 interface

- Excel 2016 interface:

– The Ribbon:



1- Excel 2016 interface

- The tabs are on the Ribbon by default:

- + Tab Home: contains copy/format commands...
- + Tab File: is the backstage of Excel 2016.
- + Tab Insert: to insert objects such as pictures, shapes... to worksheets.
- + Tab Page Layout: to change theme, set up printed pages...
- + Tab Formulas: to manage the functions in Excel
- + Tab Data: to manage the data in workbooks
- + Tab Review: check for spelling errors, manage comments in workbooks...
- + Tab View: to select workbook views, manage windows...

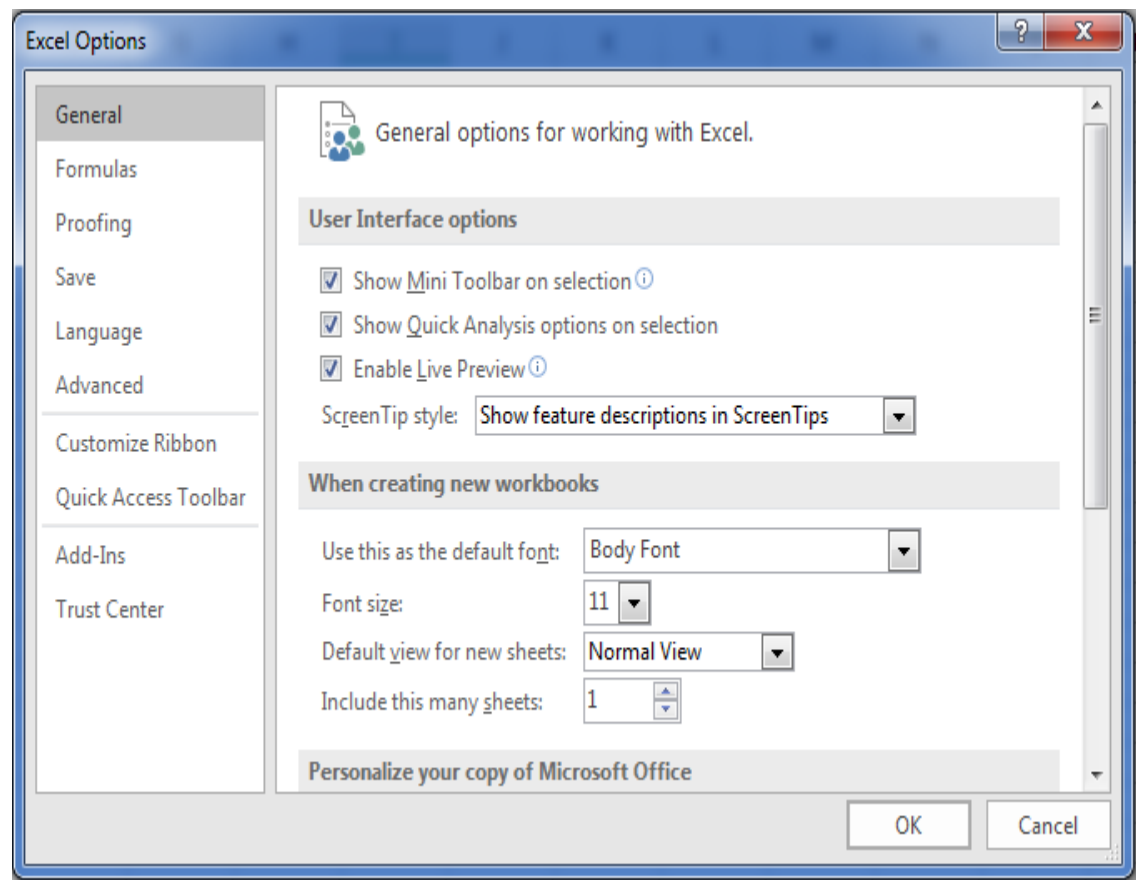
1.2 Configure Excel Options

1. Excel 2016 interface
2. Manage Excel 2016 Options

2 - Manage Excel 2016 Options

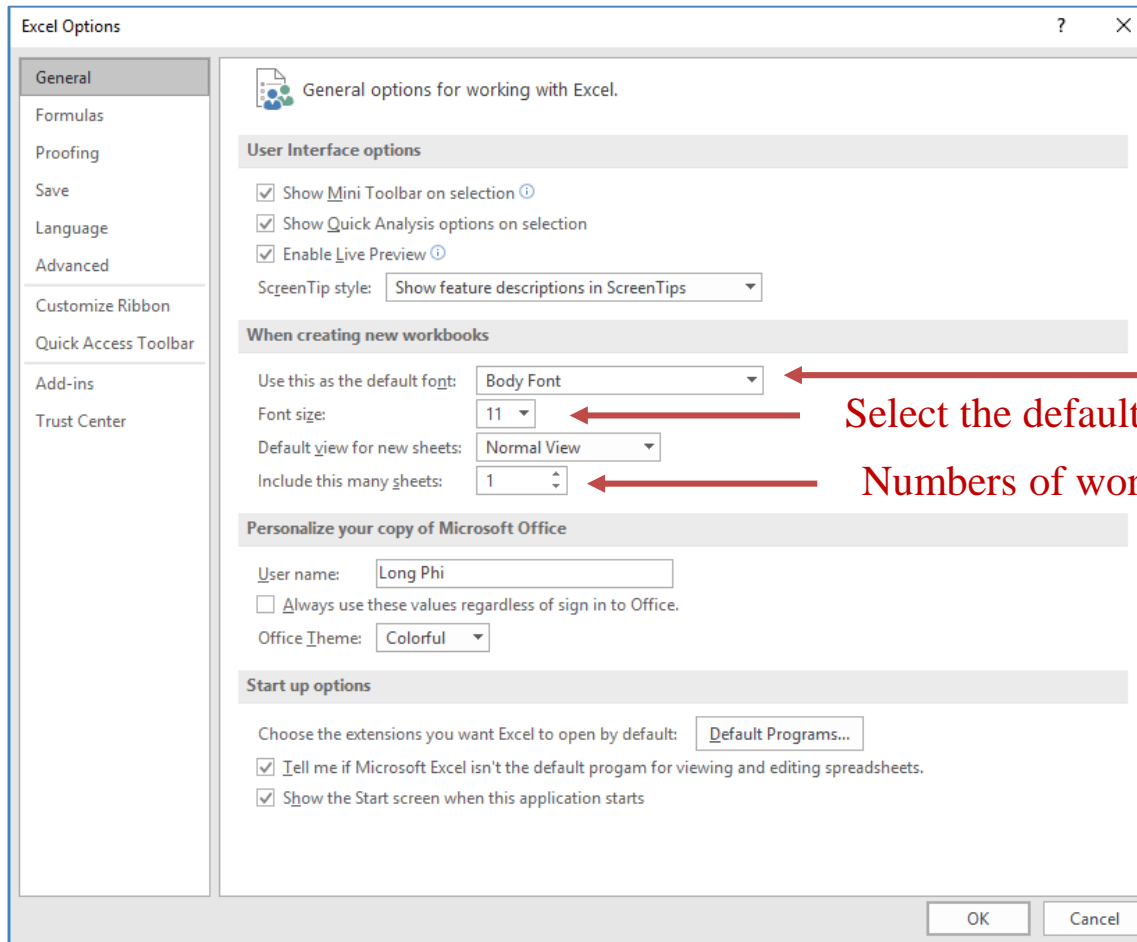
- To open the Options dialog box: **File** → **Options**

It includes many pages that you can control the settings & appearance of many Excel features



2- Excel 2016 Options

- **General setting page:** includes interface options, default setting when you create new workbooks...



Select the default font

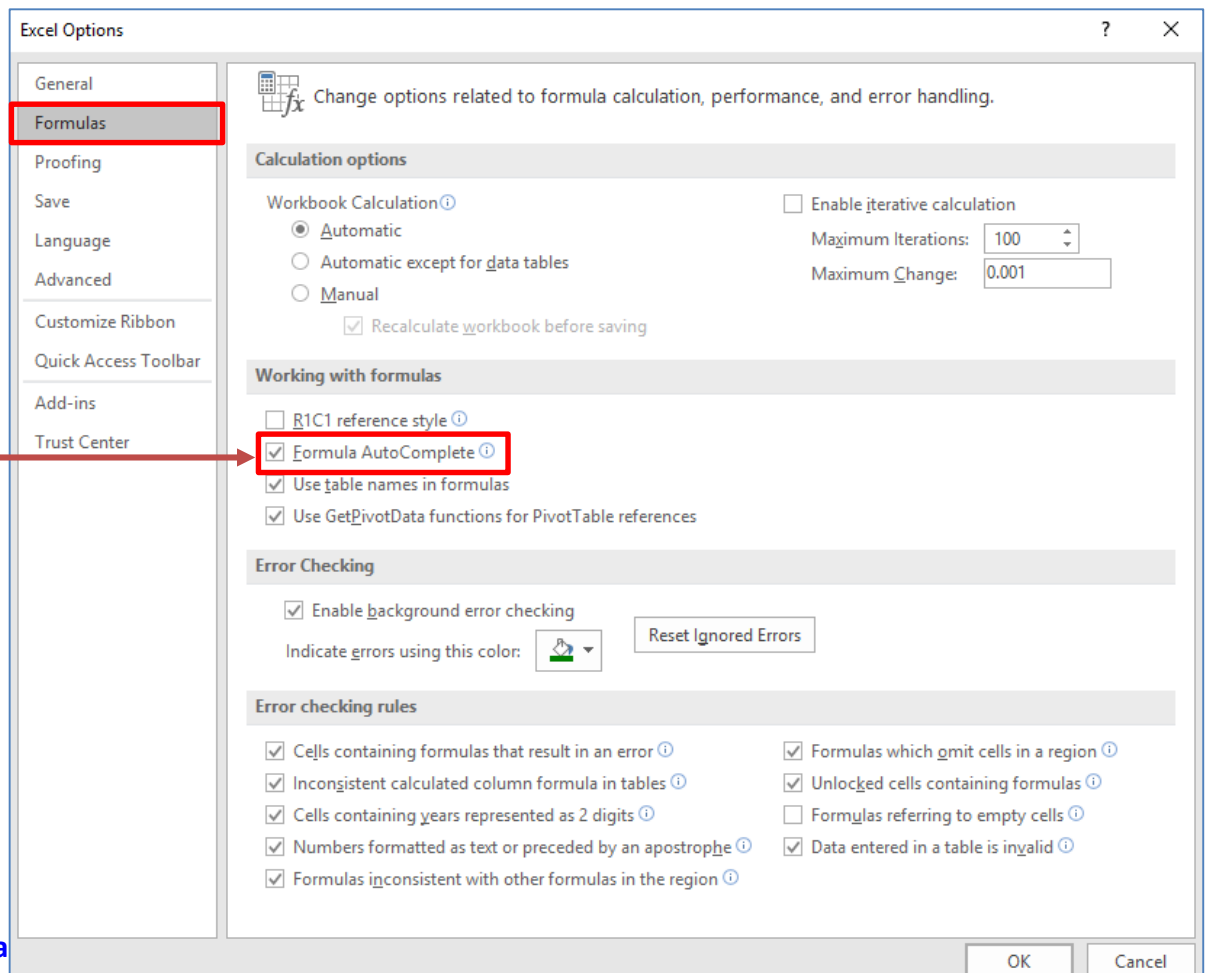
Select the default font size

Numbers of worksheets in a new workbook

2- Excel 2016 Options

- **Formulas setting page:** includes calculation, working with formulas, and automatic error checking options

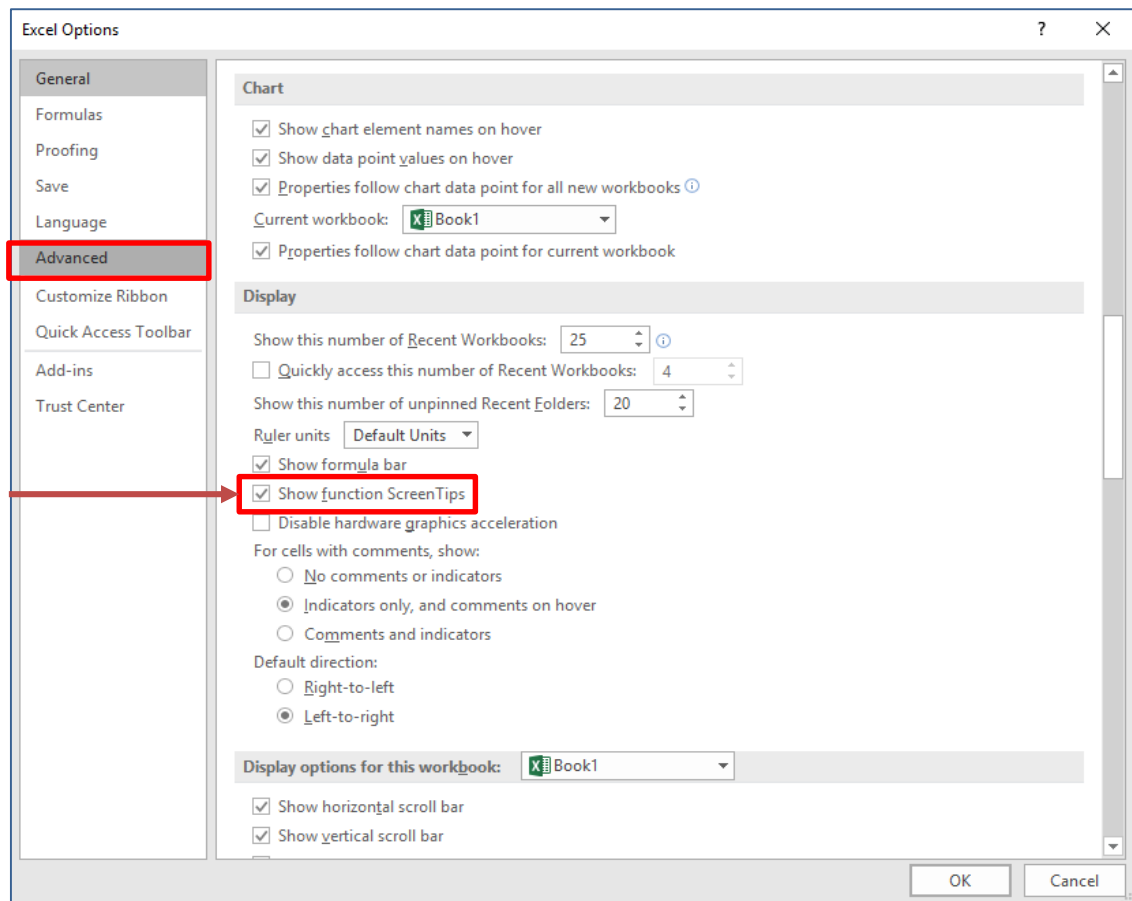
Turn on this setting to display the drop-down list of valid functions when you enter a function in a cell



2- Excel 2016 Options

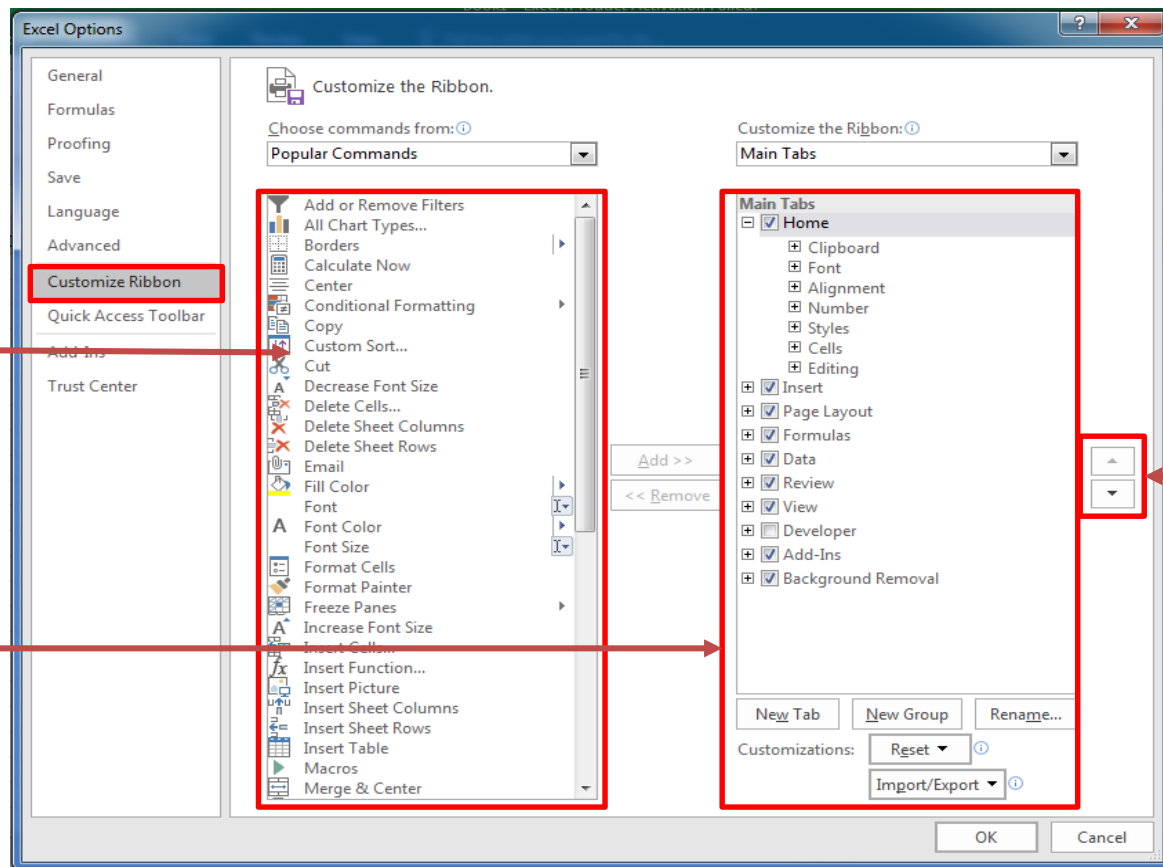
- **Advanced setting page:** includes editing and moving data, graphic elements in a worksheet and other advanced options

Turn this setting on to show the function structure with all arguments when you enter the function name in a cell



2- Excel 2016 Options

- **To customize the Ribbon:** modifying the commands available on the ribbon



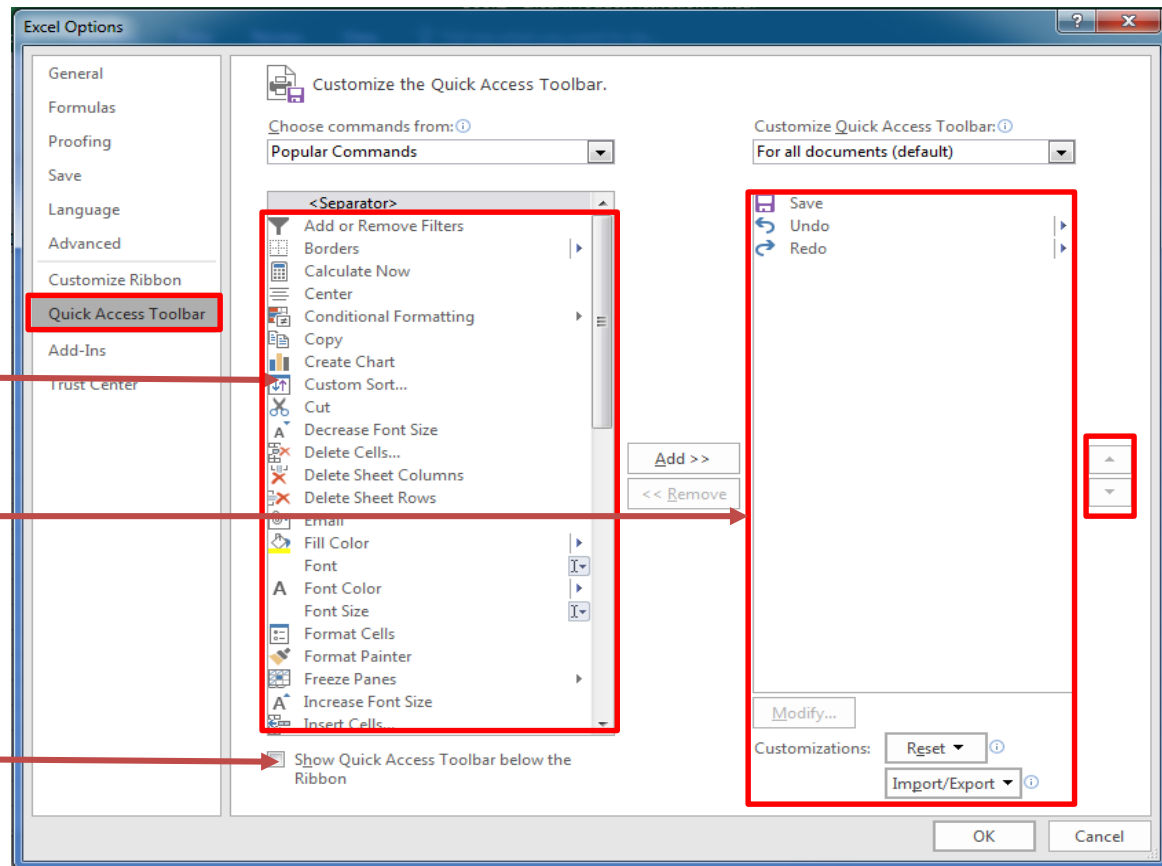
The popular commands of Excel

Customize the Ribbon: create new custom Tabs, groups, hide/display Tabs...

Reorder Tabs or groups

2- Excel 2016 Options

- To customize the QAT: modifying the commands available on the QAT



The popular commands of Excel

Customize the QAT: add/remove, reorder the commands...

Check to move the QAT below the Ribbon

Reorder the commands

Chapter 1. Managing Working Environment of Microsoft Excel



1.1 Create and Format Workbooks

1.2 Configure Excel Options

1.3 Save Spreadsheets

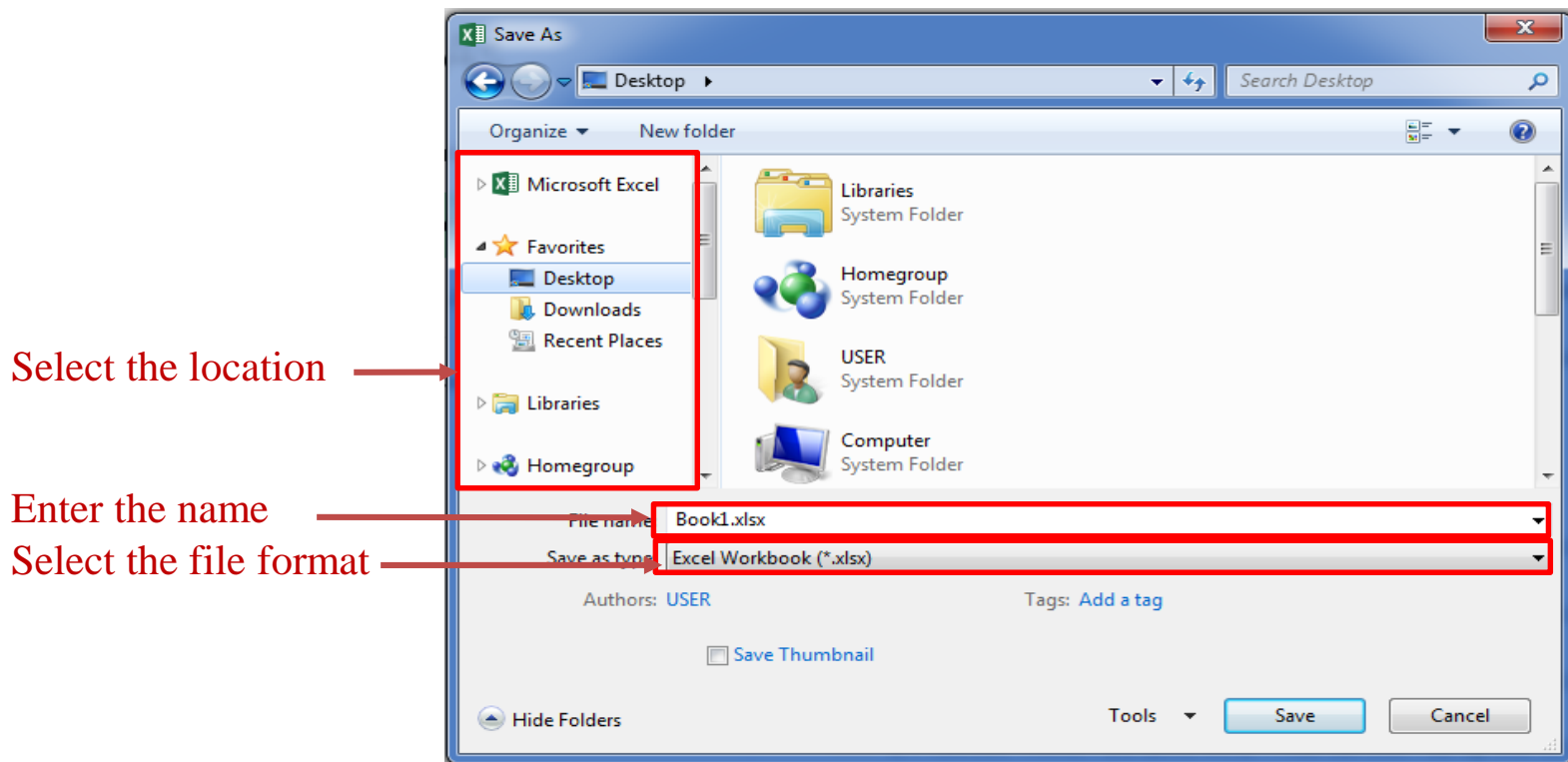
1.3 Save Spreadsheets

1. To save an existing workbook with the same location, file name and file type: **File** → **Save**.
2. To save a new workbook for the first time: **File** → **Save** → **Browse...**
3. To save an existing workbook as a different file (change the location, file name or file type): **File** → **Save As** → **Browse...**

Case (2) and (3) will open the **Save As** dialog box to select the location, file name and file type

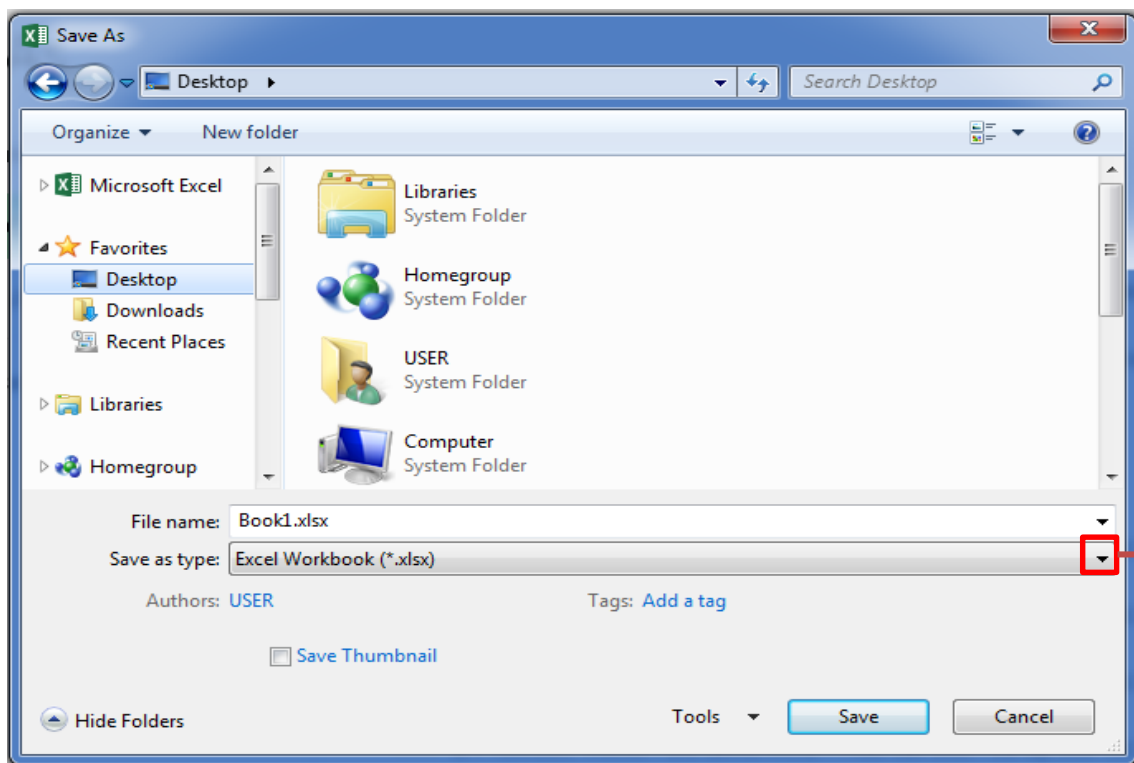
1.3 Save Spreadsheets

– The Save As Dialog Box:



1.3 Save Spreadsheets

– File formats:



Excel Workbook (*.xlsx)
 Excel Macro-Enabled Workbook (*.xlsm)
 Excel Binary Workbook (*.xlsb)
 Excel 97-2003 Workbook (*.xls)
 XML Data (*.xml)
 Single File Web Page (*.mht;*.mhtml)
 Web Page (*.htm;*.html)
 Excel Template (*.xltx)
 Excel Macro-Enabled Template (*.xltm)
 Excel 97-2003 Template (*.xlt)
 Text (Tab delimited) (*.txt)
 Unicode Text (*.txt)
 XML Spreadsheet 2003 (*.xml)
 Microsoft Excel 5.0/95 Workbook (*.xls)
 CSV (Comma delimited) (*.csv)
 Formatted Text (Space delimited) (*.prn)
 Text (Macintosh) (*.txt)
 Text (MS-DOS) (*.txt)
 CSV (Macintosh) (*.csv)
 CSV (MS-DOS) (*.csv)
 DIF (Data Interchange Format) (*.dif)
 SYLK (Symbolic Link) (*.slk)
 Excel Add-In (*.xlam)
 Excel 97-2003 Add-In (*.xla)
 PDF (*.pdf)
 XPS Document (*.xps)
 Strict Open XML Spreadsheet (*.xlsx)
 OpenDocument Spreadsheet (*.ods)

1.3 Save Spreadsheets

- The Specific Formats:

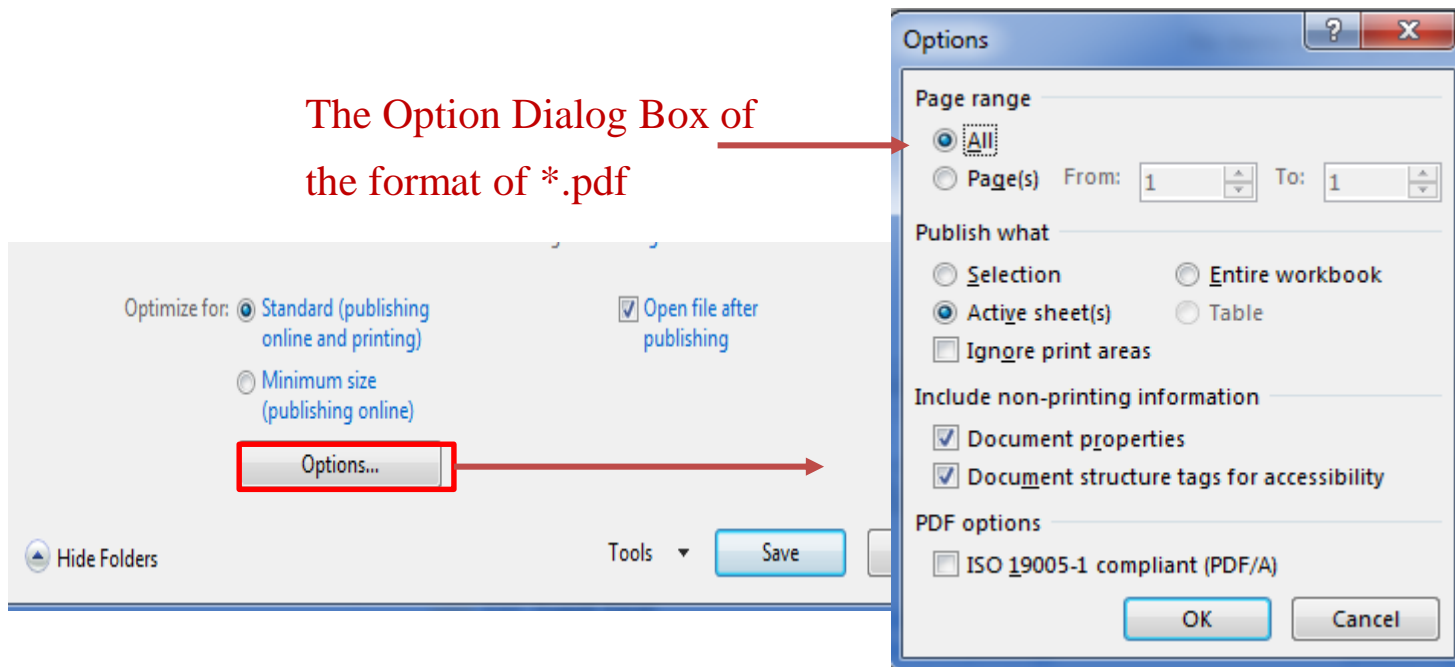
- Excel Macro – Enable Workbook (*.xlsm): contains macro (VBA).
- Excel 97 – 2003 (*.xls): the format of old versions of Excel.
- Single File Web Page (*.htm) or Web Page (*.html): it can be viewed in a web browser.
- Excel template (*.xltx): To be able to use it as the starting point for other workbooks.
- Text (*.txt) or CSV (*.csv): can be opened by many programs.
- Portable Document Format (*.pdf) : viewed by Adobe Reader software.
- XML Pager Specification (*.xps): A fixed-layout document format consists of structured XML markup.

1.3 Save Spreadsheets

- The Specific Formats (tt):

- Depending on the format you save, there will be a corresponding Option Dialog Box. **For example:** the format of *.pdf

The Option Dialog Box of
the format of *.pdf



Chapter 1. Managing Working Environment of Microsoft Excel



1.1 Create and Format Workbooks

1.2 Configure Excel Options

1.3 Save Spreadsheets